

Sligo County Council



Candidate Information Booklet *(Please read carefully)*

Creation of a panel for the position of :

Halting Site Caretaker

Closing Date : 4:30 p.m. on Thursday 26th June 2025

Completed Application Form including any required supporting documentation should be returned by e-mail to jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliff) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Declan Bree.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

JOB DESCRIPTION

The role of Halting Site Caretaker involves the day-to-day management of traveller accommodation in County Sligo which includes maintenance of sites and responding to issues regarding non – compliance of tenancy agreements

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Halting Site Caretaker. Sligo County Council will, following the interview process, form a panel for the post from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive.

SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS

- *24 no. annual leave days per annum (pro-rata)*
- *A range of Family Friendly Policies*
- *Availability of Cycle to Work Scheme*
- *Paid maternity & paternity leave*
- *Pension Scheme*
- *Access to services provided under Sligo County Council's Employee Assistance Programme*

COMHAIRLE CHONTAE SHLIGIGH / SLIGO COUNTY COUNCIL

HALTING SITE CARETAKER

QUALIFICATIONS FOR THE POST

1. CHARACTER

Each candidate must be of good character.

2. HEALTH

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. CITIZENSHIP

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. EDUCATION, TRAINING, EXPERIENCE, ETC.

On the latest date for receipt of completed application forms, candidates shall:

- (a) Have a good standard of education;
- (b) Be capable of preparing satisfactory written reports on matters pertaining to the duties of the post;
- (c) Have such training and experience as shall be considered acceptable by the Council to enable the successful candidate to perform the duties of the post;

(d) A good knowledge and experience in safety, health and welfare at work.

5. DESIRABLE SKILLS AND EXPERIENCE

The ideal candidate will have:

- Previous experience in a supervisory role
- Previous experience in a caretaker role

6. CAR & DRIVING LICENCE

It will be necessary for the person employed to travel in the course of their official duties. The successful candidate shall hold a full driving licence for class B vehicles and shall drive a car in the course of their duties and for this purpose, maintain a car to the satisfaction of the Council.

Competencies for the post

Candidates are expected to demonstrate in their application form and at interview that they have the knowledge, understanding, skills and experience required for the role. Candidates will also be assessed under the following key competencies:

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| Planning and Organising Work |
| <ul style="list-style-type: none">• Deliver a high standard of service in line with work plans and schedules.• Manage time and workload effectively.• Take initiative when they see the opportunity to make a contribution. |
| Teamwork / Working with others |
| <ul style="list-style-type: none">• Demonstrate a clear understanding of teamwork and group dynamics.• Contribute fully to the team effort.• Play an integral part in the smooth running of teams without necessarily taking the lead. |
| Adaptability / Flexibility |
| <ul style="list-style-type: none">• Adjust to changing environments whilst maintaining effectiveness.• Modifies their approach to achieve a goal.• Open to change and new information.• Rapidly adapts to new information, changing conditions or unexpected obstacles. |
| Communication and Interpersonal Skills |
| <ul style="list-style-type: none">• Demonstrate effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues. |

COMHAIRLE CHONTAE SHLIGIGH / SLIGO COUNTY COUNCIL

HALTING SITE CARETAKER

PARTICULARS OF OFFICE

1. THE POST

The post is Halting Site Caretaker and is a pensionable whole-time position on the basis of a thirty-nine (39) hour five (5) day week.

2. DUTIES

The person employed shall be required to carry out duties as may, from time to time, be assigned to them in relation to their employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of duties. The Director of Services or any such person designated may assign any other duties as they see fit at their absolute discretion. The successful candidate will report to the Traveller Liaison Officer or other appropriate person as directed by Sligo County Council.

Duties will include, but not be limited to, the following:

1. Carrying out visual inspections of one-off traveller housing, resolving issues with the tenant(s) and reporting to the Traveller Liaison Officer.
2. Cleaning of common areas on site and ensuring that sites are kept in good condition including reporting of horses or other animals and abandoned vehicles on the sites.
3. Monitoring of any vacant sites and bays.
4. Maintaining all green areas in and around the sites.
5. Taking monthly meter readings from all sites (excluding Tubbercurry).
6. Carrying out works of a maintenance nature on sites as they arise.
7. Ensuring that parking of caravans and other vehicles outside the sites does not occur.
8. Controlling admission into sites in accordance with the decisions and instructions of Sligo County Council.
9. Keeping such books and records as may be required by Sligo County Council relating to care and operation of the sites and the maintenance of a log of any incidents and dates of admissions / exits, names of tenants in each unit etc.
10. Liaising on a regular basis with the Traveller Liaison Officer/Administrative Officer with responsibility for members of the travelling community.
11. Routinely checking the condition of firefighting facilities.

12. Reporting to the Traveller Liaison Officer on a weekly basis. Reporting of any accidents/fires/incidents or any breaches/ non-compliance of tenancy agreements should be made on the day which they occur.
13. Provision of a weekly report on each of the 7 no. halting sites - New Glenview, Allingham, Glenview Park, Alma Terrace, Cloonamahon, Tubbercurry, Ballyfree and any future halting sites.
14. Carrying out such other duties as may be assigned from time to time.

The person employed will be required to perform the assigned duties exercising a duty of care in the interest of safety of themselves, fellow employees and the general public and at all times in compliance with Sligo County Council's Safety Management System.

3. RENUMERATION

Remuneration for the post is as follows:

€776.71 - €780.55 - €784.09 - €786.10 - €786.10 - €786.10 - €786.10 - €787.40 - €789.41 - €791.55
- €793.86 - €795.94 - €798.06

The remuneration shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the Local Authority any fees or other monies (other than their inclusive remuneration) payable to or received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

Holders of the post will be paid at the appropriate point on the pay scale in accordance with the relevant Departmental Circular. New entrants to the Local Authority will be appointed at the minimum of the scale.

4. SUPERANNUATION

- a) Persons who become pensionable employees of a local authority, who are liable to pay the Class A rate of PRSI contribution, will be required, in respect of their superannuation, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration, plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).
- b) Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.
- c) All persons under (a) and (b) above who become pensionable employees of a local authority will be required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
- d) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

5. **PROBATION**

There shall be a period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service, but the Chief Executive may at their discretion extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, that the service of such person is certified as satisfactory.

6. **RETIREMENT AGE**

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018. Compulsory retirement age will be 70.

7. **RESIDENCE**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by the local authority.

8. **METHOD OF SELECTION**

- (a) **Selection** shall be by means of a competition based on an interview conducted by or on behalf of Sligo County Council. Interviews will be conducted in person. The Council will not be responsible for any expenses incurred by candidates attending for interview. A panel will be formed of those who are most successful in the competition. The top performing candidates at final selection interview whose names are placed on the panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panel, be employed as appropriate vacancies arise.

The life of the panel shall be one year from the date it is formed unless extended by the Chief Executive.

- (b) **Short-Listing:** While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience.

The short-listing criteria will include the criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience on your application form.

Candidates may be short-listed for final competitive interview on the basis of:

- (a) The information provided on the application form, including education, relevant experience and competency questions, or
- (b) A preliminary interview or
- (c) Appropriate test i.e. aptitude test, etc. or
- (d) any mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Presentation, accuracy and attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

9. GARDA VETTING & REFERENCES

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to Sligo County Council.

10. MEDICAL EXAMINATION

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate before they are appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

11. PERIOD OF ACCEPTANCE OF OFFER

The Local Authority shall require persons to whom the position is offered to take up such position within a period of not more than one month and if they fail to take up the position within such period or any longer period such as the local authority in its absolute discretion may determine, the local authority shall not employ them.

12. TRAVEL & SUBSISTENCE ARRANGEMENTS

Travel and subsistence expenses shall be paid in accordance with agreed rates which may be revised from time to time.

13. HOURS OF WORK

Thirty-nine (39) hours per week. The successful applicant may be required to work outside of normal working hours and/or at weekends from time to time. Where possible they will be

notified in advance. Work which is required to be done after normal working hours may be paid at such overtime rates as are approved by Sligo County Council from time to time.

14. ANNUAL LEAVE

Annual Leave shall be twenty-four (24) days per annum. Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

15. SICK LEAVE

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure as amended by the Public Service Management (Sick Leave) Regulations 2014 and any subsequent Regulations made from time to time.

16. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

17. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link:

[Data Protection \(GDPR\)](#)